

LAND USE PERMIT REVIEW PROCESS

PLANNING AND DEVELOPMENT IN MANSFIELD

The following outline presents general information regarding Mansfield's permit review process for development activities requiring Planning and Zoning Commission and Inland Wetland Agency approval. More specific information is contained within the Town's Zoning, Subdivision and Wetlands Regulations. If questions arise, please contact the Mansfield Director of Planning at 860-429-3330.

1. Pre-application (recommended, some steps optional)

- A. Initial consultation with the Director of Planning and/or Zoning Agent
Topics discussed include: Zone classifications and permitted uses; permit requirements and procedures; physical characteristics of subject property; dimensional requirements; construction standards and maintenance arrangements
- B. Developer discussions with staff members in addition to the Director of Planning/Zoning Agent:
 - Eastern Highlands Health District: onsite soils testing
 - Public Works/Engineering: drainage, sewers, traffic, driveways, roads, etc.
 - Inland Wetlands Agent: wetlands/watercourses, related matters
 - Fire Marshal: Fire Code requirements, fire lanes, hazardous waste questionnaire
 - Building Official: Building Code requirements, relevant permits
- C. Developer contacts with State/Federal agencies and local utility companies to initiate other permit processes and, where possible, obtain these approvals:
 - State Department of Transportation (State Traffic Commission)
 - State Department of Health
 - State Department of Environmental Protection
 - Natural Resources Service
 - Windham Water Works
 - UConn Facilities Department
 - Connecticut Light and Power Company
- D. At this point in the process, a preliminary meeting between the developer and collective local staff members may be beneficial, to discuss, in an administrative manner, preliminary site plan or subdivision maps/preliminary design (staff members present would depend on the nature and complexity of the proposed project).
- E. Possible contact and/or pre-application coordination with:
 - Planning & Zoning Commission/Inland Wetland Agency
 - Zoning Board of Appeals
 - Water Pollution Control Authority
 - Historic District Commission
 - State agencies (Health, Transportation, Environmental Protection, etc.)
 - WINCOG Regional Planning Commission
 - Natural Resource Service
 - Environmental Review Team
 - Fire Marshal/Fire Departments (regarding emergency access, road names, storage/use of hazardous materials, etc.)
 - Parks Advisory Committee/Director of Parks and Recreation
 - Committee of the Needs of Persons with Disabilities
 - Design Review Panel

- F. Staff assistance with remaining questions regarding formal application submissions to Mansfield boards and commissions

2. Formal Applications

(Zoning Board of Appeals, Planning & Zoning Commission, Inland Wetland Agency)

- A. Submission to and receipt for review by (some applications may be processed concurrently):
- Town staff (most PZC applications are referred to Director of Planning, Ass't. Town Engineer, Fire Marshal, and Eastern Highlands Health District)
 - Conservation Commission (all Inland Wetland applications)
 - Design Review Panel (most site plan and special permit applications)
 - Committee on the Needs of Persons with Disabilities (most site plans and special permit applications)
 - Other:
 - Traffic Authority
 - Town Attorney
 - Town Council/Water Pollution Control Authority
 - State and Federal agencies (Dep't. of Transportation, Dep't. of Environmental Protection, State Health Dep't., etc.)
 - Open Space Preservation Committee
 - Recreation Advisory Committee
 - Parks Advisory Committee
 - Agricultural Committee
 - Director of Parks and Recreation
 - University of Connecticut Facilities Dep't.
 - Connecticut Light & Power Co.
- B. Field trip (open to the public) by reviewing agency members (PZC/IWA field trips typically include Town staff members and are often attended by developer and Conservation Commission members)
- C. Public input through letters and comments received at agency meetings, including Public Hearings as required or deemed appropriate. Where a Public Hearing is held, no information shall be received from the applicant or public after the close of the Hearing.
- D. Agency evaluation (with respect to regulatory provisions) of public and referral comments and recommendations and personal knowledge
- E. Agency decision (approval/denial/approval with conditions or modifications)
- Legal notice, certified letter sent to applicant by Planning Office
- F. Period for legal appeal of decision

3. Post-agency approval

- A. As necessary, finalization of maps, bonding, agreements, easements, right-of-way dedications, open space dedications, monumentation, etc., according to approval conditions and regulatory requirements
- B. Receipt of any necessary local, State or Federal permits not yet obtained

- C. Signing of approved maps by agency chairmen and, as required, filing by the applicant of approved map(s) or notice(s) on the Land Records
- D. Developer finalizes building plans
- E. Any modifications are reviewed by the Zoning Agent and PZC Chairman and, as necessary, PZC/IWA
- F. Issuance of local construction permits:
 - Sanitary Permit (Eastern Highlands Health District)
 - Driveway Permit/Public Works Permits (Ass't. Town Engineer)
 - Fire Marshal's final approval (as necessary)
 - Inland Wetland License signoff (Inland Wetland Agent)
 - Zoning Permit (Zoning Agent verification that proposal meets all applicable zoning and subdivision regulations and all PZC approval requirements)
 - Building Permit (verification that proposal meets Building Code)
- G. Construction inspections
- H. Local and State approvals of facilities constructed
- I. Acceptance of new Town roads (as applicable)
- J. Issuance of Certificate of Compliance and Certificate of Occupancy to verify constructed project is in accordance with approved plans
- K. Release of site development bonds/maintenance bonds, etc.

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